

## **Program A: Office of Management and Finance**

Program Authorization: R.S. 36:626

### **PROGRAM DESCRIPTION**

In a manner consistent with Article 4, Section 10, of the Louisiana Constitution of 1974, the mission of the Office of Management and Finance is to provide leadership and support services for the Office of the Commissioner and his immediate staff and for the other offices of the Louisiana Department of Agriculture. The program serves as a central manager for revenue, purchasing, payroll, and computer functions. It is also responsible for budget preparation, management of the department's funds, and distribution of food commodities donated by the United States Department of Agriculture (USDA). The Office of Management and Finance strives to achieve the goal of fostering efficiency by maintaining low administrative costs and effectiveness by ensuring the success of all other departmental programs. The activities of this program are Administrative and Food Distribution Program.

### **OBJECTIVES AND PERFORMANCE INDICATORS**

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To ensure that all other programs in Agriculture and Forestry are provided the support services and leadership needed to accomplish all of their objectives.

Strategic Link: This objective accomplishes Strategic Objective 1: *To ensure that services are provided in a timely, effective and accurate manner and in compliance with applicable laws, rules and regulations.*

L E V E L		PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD	ACTUAL YEAREND PERFORMANCE	ACT 11 PERFORMANCE STANDARD	EXISTING PERFORMANCE STANDARD	AT CONTINUATION BUDGET LEVEL	AT RECOMMENDED BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
		PERFORMANCE INDICATOR NAME					
K	Number of objectives not accomplished due to insufficient support services	Not applicable <sup>1</sup>	0	5	5	0	0
S	Number of repeat audit findings	Not applicable <sup>1</sup>	1	1	1	1	1

<sup>1</sup> This indicator was not adopted as a standard in the year indicated.

2. (KEY) To maintain the administrative cost of the Food Distribution Program at no more than 2.93% of the value of the foods distributed.

Strategic Link: This objective accomplishes Strategic Objective 2: *To sustain or reduce the administrative cost of the Food Distribution Program from 2% to 1%.*

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD	ACTUAL YEAREND PERFORMANCE	ACT 11 PERFORMANCE STANDARD	EXISTING PERFORMANCE STANDARD	AT CONTINUATION BUDGET LEVEL	AT RECOMMENDED BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Cost as a percentage of commodities distributed	Not applicable <sup>1</sup>	3.91%	2.44%	2.44%	2.93%	2.93%
S	Administrative cost	\$591,260	\$960,454	\$586,374	\$586,374	\$586,374	\$586,374
S	Dollar value of commodities	\$24,960,000	\$24,566,609	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000
S	Number of school children receiving commodities	595,000	583,525	585,000	585,000	585,000	585,000

<sup>1</sup> This indicator was not adopted as a standard in the year indicated.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$12,609,648	\$9,726,328	\$9,726,328	\$11,236,201	\$9,026,184	(\$700,144)
STATE GENERAL FUND BY:						
Interagency Transfers	135	0	0	0	0	0
Fees & Self-gen. Revenues	(115,594)	468,296	2,568,296	2,568,296	2,539,708	(28,588)
Statutory Dedications	617,975	1,000,000	1,000,000	1,000,000	1,000,000	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	2,064,306	1,828,615	1,828,615	1,828,615	1,828,615	0
TOTAL MEANS OF FINANCING	<b>\$15,176,470</b>	<b>\$13,023,239</b>	<b>\$15,123,239</b>	<b>\$16,633,112</b>	<b>\$14,394,507</b>	<b>(\$728,732)</b>
EXPENDITURES & REQUEST:						
Salaries	\$4,950,881	\$4,950,388	\$4,950,388	\$5,099,285	\$4,416,236	(\$534,152)
Other Compensation	210,132	246,293	246,293	246,293	246,293	0
Related Benefits	2,620,231	2,319,418	2,319,418	2,346,890	2,314,482	(4,936)
Total Operating Expenses	5,767,243	2,091,641	4,191,641	4,683,491	3,988,303	(203,338)
Professional Services	58,360	131,200	131,200	131,200	131,200	0
Total Other Charges	1,030,093	2,945,299	2,945,299	2,962,503	2,947,993	2,694
Total Acq. & Major Repairs	539,530	339,000	339,000	1,163,450	350,000	11,000
TOTAL EXPENDITURES AND REQUEST	<b>\$15,176,470</b>	<b>\$13,023,239</b>	<b>\$15,123,239</b>	<b>\$16,633,112</b>	<b>\$14,394,507</b>	<b>(\$728,732)</b>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	110	117	117	117	110	(7)
Unclassified	23	6	6	6	6	0
TOTAL	<b>133</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>116</b>	<b>(7)</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Fees and Self-generated Revenues, Statutory Dedications, and Federal Funds. Fees and Self-generated Revenues are derived from rental space to the Office of State Employees Group Benefits, and Miscellaneous insurance and other reimbursements, such as employee use of state vehicles from domicile to place of business. Statutory Dedications are derived from the fertilizer Commission Fund from tonnage fees on fertilizer and are dedicated to building an Agriculture Center. (Per R. S. 39:32B(8), see table below for a listing of expenditures out of each Statutory Dedicated Fund.) Federal Funds are derived from indirect costs received from federal programs within various offices, Federal Container Salvage Funds, and temporary Emergency Food for Needy Families

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
Fertilizer Commission Fund	\$617,975	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.
<b>\$9,726,328</b>	<b>\$13,023,239</b>	<b>123 ACT 11 FISCAL YEAR 2000-2001</b>
		<b>BA-7 TRANSACTIONS:</b>
\$0	\$2,100,000	0 Food Commodities Storage reimbursement BA-7
<b>\$9,726,328</b>	<b>\$15,123,239</b>	<b>123 EXISTING OPERATING BUDGET – December 15, 2000</b>
\$122,306	\$122,306	0 Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$54,063	\$54,063	0 Classified State Employees Merit Increases for FY 2001 -2002
\$94,977	\$94,977	0 Risk Management Adjustment
\$350,000	\$350,000	0 Acquisitions & Major Repairs
(\$339,000)	(\$339,000)	0 Non-Recurring Acquisitions & Major Repairs
\$2,461	\$2,461	0 Legislative Auditor Fees
\$1,685	\$1,685	0 Maintenance of State-Owned Buildings
\$11,941	\$11,941	0 UPS Fees
(\$348,579)	(\$348,579)	0 Salary Base Adjustment
(\$94,851)	(\$94,851)	(1) Attrition Adjustment

(\$243,439)	(\$272,027)	(6)	Personnel Reductions
(\$14,510)	(\$14,510)	0	Civil Service Fees
\$2,802	\$2,802	0	State Treasury Fees
(\$300,000)	(\$300,000)	0	Reductions in Operational expenses to required needs.
\$9,026,184	\$14,394,507	116	TOTAL RECOMMENDED

The total means of financing for this program is recommended at 95.2% of the existing operating budget. It represents 80.1% of the total request (\$17,811,629) for this program. At the recommended level of funding, this program should provide approximately the same level of service.

## PROFESSIONAL SERVICES

\$115,200	Legal Services - To represent the Department in legal proceedings. (Gelpi; Bryan & Jupiter; Seale, Smith, Zuber,& Barnette; Rodney, Bordenave, Boykin)
\$16,000	Home town Productions - Video production and broadcasts of informational segments relating to agricultural issues.

**\$131,200 TOTAL PROFESSIONAL SERVICES**

## OTHER CHARGES

\$1,100,000	Temporay Emergency Food Assistance Program for providing commodities to organizations for household consumption by low income individuals
\$8,000	Reimbursements of funds to the Federal government for bonus commodities which are spoiled and damaged by local government units
\$6,000	Neotek - Computer Services backups
\$156,338	Legislative Auditor Fees
\$76,000	Software Support Consultants
\$26,623	InfoNet Computer Training
\$1,431,752	Other Operating services related to the Temporary Food Assistance Program

**\$2,804,713 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$41,889	UPS Fees
\$53,306	Maintenance on State Buildings
\$13,814	Civil Service Fees
\$878	CPTP fees
\$6,750	Reimbursement to Cental La. State Hospital
\$23,841	Research (La. Technology University)
\$2,802	State Treasury Fees

**\$143,280 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$2,947,993 TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

\$134,394	Replacement of six (9) Pickup Trucks
\$215,606	Replacement of various vehicles , trailers

**\$350,000 TOTAL ACQUISITIONS AND MAJOR REPAIRS**